

### Pro-Forma Project Plan Up to Ten Users

*The following graphic illustrates a typical timeline for an Intranet Quorum (IQ) implementation to be completed. Actual implementations may vary based on dependencies such as time to acquire hardware, organization schedules, data conversion needs, custom development, and other factors.*

Task Description	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
Calendar Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Order Submitted																														
Kick-Off Meeting																														
Infrastructure Review																														
Business Process Analysis																														
Workflow Design																														
Hardware Acquisition																														
Hardware Configuration																														
Software Installation																														
Testing and Verification																														
User Training																														
Technical Training																														
Live Usage																														
Extended onsite Support																														
Implementation Complete																														

The process begins with a kickoff meeting and infrastructure review. This review will include a site survey document that is completed together with LMIT and customer staff. A Business Process Analysis is then conducted to determine workflow rules within the customer organization. Workflow designs are then constructed to conform to these rules. Hardware acquisition is the biggest variable from customer to customer. Once hardware is received it can be configured and the software components including the operating system, database, and application software can be installed. Upon successful installation, classroom training can begin with ten to twelve students per session. Technical training is generally provided on a more consultative basis. When training is completed, users begin live operation with LMIT staff available during an extended onsite support period in which lessons learned, configuration changes, and general support questions can be answered on a one on one basis.